



Nurse Professional Standards Board (NPSB) Overview

(National Partnership Council)

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Purpose of Training

To provide an overview of the changes in VA Handbook 5005/27 (Change 27), Appendix G6, regarding the VA Nurse Qualification Standard, effective March 17, 2009.



Objectives

Participants will have an understanding of the changes in VA Handbook 5005/27, Appendix G6, regarding:

- (1) The revised Dimensions of Nursing Practice and related criteria**
- (2) Career Paths and their application to various nursing roles, and**
- (3) The use of the Career Path Workbooks with examples for meeting the Qualification Standards at grades Nurse I thru Nurse III.**



Responsibilities Related to the NPSB



Responsibilities / Nurse Executive

- ◆ **The Director may delegate approval authority to the Nurse Executive for:**
 - promotions to Nurse III or below**
 - advancements (Special Advancement for Achievement and Special Advancement for Performance) at Nurse III or below.**

The Nurse Executive signs the Board Actions as the Approving Official.

VA Handbook 5005, Part III, App. K.



Responsibilities / NPSB Chairperson

- ◆ **Orients new Board members and encourages active participation.**
- ◆ **Ensures new RNs receive orientation to the NPSB process.**
- ◆ **Chairs Board meetings and keeps the Board consistent and on track during deliberation.**
- ◆ **Ensures the Board upholds the integrity of the Qualification Standard.**



Responsibilities / NPSB Chairperson (Cont.)

- ◆ **Assures Co-Chairs are consistent in the Board process and application of the Qualification Standard.**
- ◆ **Excuses anyone with obvious bias.**
- ◆ **Creates an environment for members to express differing opinions and to recuse themselves.**
- ◆ **Ensures NPSB actions are completed timely.**



Responsibilities / NPSB Members

- ◆ Provides unbiased opinions based on available information **or** recuses self from the Board meeting.
- ◆ Maintains confidentiality: does not discuss Board actions outside Board meetings, except seeking answers or guidance from the Board Chair or Nurse Executive.

**Confidentiality and Integrity are the
cornerstones of the NPSB**



Responsibilities / HR Tech Advisor

- ◆ Does **not** deliberate or vote.
- ◆ Ensure technically the process is followed.



Approval Authority for Board Actions

NPSB is a recommending body; all Board Actions are recommendations only.

Approving Official for all NPSB actions at the local level is the Medical Center Director, as delegated by the Under Secretary for Health.

The Director can delegate Approving Authority to the Nurse Executive for promotions or advancements at Nurse III or below.



Three Levels of NPSB

★ **Local facility:**

Nurse I, Nurse II, Nurse III actions.

Initial local promotional reconsideration requests.

★ **VISN/regional:**

Nurse IV actions for local facilities.

Nurse I, II, and III actions for VISN RNs.

★ **VA Central Office:**

Nurse Executive actions.

Nurse IV, Nurse V actions for VISN RNs.

Final promotional reconsideration requests for

Nurse I, Nurse II, and Nurse III from local facilities.



Approval Authority for Board Actions (Cont.)

- **Local Boards** ➡ **Medical Center Director
or Nurse Executive**
- **VISN Boards** ➡ **Medical Center Director
of requesting facility**
- **Central Office
Boards** ➡ **Chief Nursing Officer,
VACO Office of Nursing
Services / designee**



Supervisor's Responsibilities

- ◆ **Ensures each RN receives a copy of his/her Functional Statement, the VA Nurse Qualification Standard, and the appropriate Career Path workbook.**
- ◆ **Coaches RNs to develop and grow.**
- ◆ **Appraises RNs with honesty and integrity.**
- ◆ **Meets with the RN for an open discussion when he/she is receiving a non-promote letter from the NPSB.**



NPSB References: Web Links

VACO Office Of Nursing Services:

<http://vaww1.va.gov/nursing/>

will connect you to site for NPSB information and samples

VA Handbooks:

http://vaww1.va.gov/ohrm/Directives-Handbooks/Direct_Hand.htm



underscore



Nurse Qualification Standard



Nurse Qualification Standard

Includes:

- **Four (4) Dimensions.**
- **Nine (9) Criteria.**
- **Improves the effectiveness of patient care through the use of more complex skills.**
- **Applies scholarly knowledge to practice.**
- **Assumes greater responsibility for the improvement of patient care.**
- **Steady progress towards professional goals for the improvement of patient care.**



Qualification Standard Exists To Support VA RNs

- 1. Provide high quality care to Veterans in range of clinical roles and settings.**
- 2. Evolve professionally as the VA transforms.**
- 3. Provide a basis for peer review process (NPSB) to be appointed, retained, promoted, and/or advanced/rewarded.**



Education and Experience

GRADE	EDUCATION	EXPERIENCE
Nurse I / Level 1	Associate Degree in Nursing (ADN) or Diploma in Nursing	None
Nurse I / Level 2	Bachelor of Science in Nursing (BSN)	None
	Bachelor's degree in a related field with ADN or Diploma	None
	ADN or Diploma	Approx 1 year



Education and Experience

GRADE	EDUCATION	EXPERIENCE
Nurse I / Level 3	Master's degree in Nursing or a related field with a BSN or Bachelor's degree in a related field	None
	MSN from bridge program; no BSN required	None
	BSN	Approx 1 - 2 years
	Bachelor's degree in a related field with ADN or Diploma	Approx 1 - 2 years
	ADN or Diploma	Approx 2 - 3 years



Education and Experience

GRADE	EDUCATION	EXPERIENCE
Nurse II	Doctoral degree in Nursing or in a related field (and meets basic requirements for appointment)	None
	Master's degree in Nursing or a related field with a BSN or Bachelor's degree in a related field	Approx 1 - 2 years
	MSN from bridge program; no BSN required	Approx 1 - 2 years
	BSN	Approx 2 - 3 years
	Bachelor's degree in a related field with ADN or Diploma	Approx 2 - 3 years



Education and Experience

GRADE	EDUCATION	EXPERIENCE
Nurse III	Doctoral degree in Nursing or in a related field	Approx 2 - 3 years
	Master's degree in Nursing or a related field with a BSN or Bachelor's degree in a related field	Approx 2 - 3 years
	MSN from bridge program; no BSN required	Approx 2 - 3 years



Education and Experience

GRADE	EDUCATION	EXPERIENCE
Nurse IV	Doctoral degree in Nursing or in a related field	Approx 3 - 4 years
	Master's degree in Nursing or a related field with a BSN (BSN required for Nurse IV)	Approx 4 - 5 years
	MSN from bridge program; no BSN required	Approx 4 - 5 years



Education and Experience

GRADE	EDUCATION	EXPERIENCE
Nurse V	Doctoral degree in Nursing (<i>preferred</i>) or in a related field	Approx 4 - 5 years
	Master's degree in Nursing or a related field with a BSN (BSN required for Nurse V)	Approx 5 - 6 years
	MSN from bridge program; no BSN required	Approx 5 - 6 years



Nurse I / Level 1

Scope

“Delivers fundamental knowledge-based care to assigned clients while developing technical skills.”

Practice focused on direct care of clients.



Nurse I / Level 2

Scope

**“Demonstrates *integration of* bio-
psychosocial *concepts*, cognitive skills,
and technically *competent practice* in
providing care to clients with basic or
complex needs.”**

***Practice includes directing other
providers.***



Nurse I / Level 3

Scope

“Demonstrates proficiency in practice based on *conscious and deliberate planning. Self-directed* in goal setting for managing complex client situations.”

Practice includes guiding and directing others who provide care.



Nurse II

Scope

“Demonstrates *leadership* in delivering and improving holistic care through *collaborative strategies* with others.”

Practice affects unit, team, or work group.



Nurse III

Scope

“Executes position responsibilities that demonstrate leadership, experience, and creative approaches to management of complex patient care.”

Practice affects programs or service level.



The Dimensions of Nursing Practice

DIMENSION	CRITERIA
Practice	Practice, Ethics, Resource Utilization
Professional Development	Performance, Education / Career Development
Collaboration	Collegiality, Collaboration
Scientific Inquiry	Quality of Care, Research



Four Career Paths

CAREER PATH	ROLES
Clinical	Direct Care Nurse, Clinical Nurse Leader (CNL)
Supervisory	Nurse Manager, Nurse Supervisor
Advanced Practice	Clinical Nurse Specialist (CNS), Nurse Practitioner (NP)
Consultant	All other roles not specifically listed above: Education, Recruiting, Quality Management, Research, Utilization Management, Informatics, Infection Control, etc.



Four Career Paths (Cont.)

- **The Qualification Standards for each of the Dimensions are the same in all four Career Paths.**
- **Outcome examples used to demonstrate meeting the Dimensions will be specific to the RN's Career Path and position.**



Dimension: Practice

- **The effective use of the nursing process to make practice decisions in an ethical manner in varied practice settings.**
- **Considers factors related to safety, effectiveness, and cost in planning and delivering care.**



Dimension: Practice

GRADE	CAREER PATH	EXAMPLE
NI/L2	Clinical	Recognizes when patient self-determination is threatened Makes patient care assignments that reflect use of available staff and priority care needs
NI/L3	Clinical	Orients New Staff Gives directions to others to practice patient safety initiatives
NII	Clinical	Describes a patient care situation that shows shared expertise on behalf of all patients in the practice area
NIII	Clinical	Developed a program-wide performance improvement project to increase staff compliance with hand hygiene



Dimension: Professional Development

- **Seeks learning opportunities for self and others.**
- **Evaluates his/her own nursing practice and the performance of others.**



Dimension: Professional Development

GRADE	CAREER PATH	EXAMPLE
NI/L2	Clinical	<p>Creates a professional development plan with feedback received from annual proficiency</p> <p>Describes discussion with experts about patient care problem</p>
NI/L3	Clinical	<p>Serves as a service council member</p> <p>Percepts new staff or students</p>
NII	Consultant	<p>Acquires knowledge and skills appropriate to the specialty area, practice setting and role or situation</p>
NIII	Advance Practice	<p>Identifies learning needs, plans and provides formal and informal education to nursing personnel on specialty-related area and performance improvement</p>



Dimension: Collaboration

- **Creates an atmosphere in which nurses collaborate and build professional relationships with patients, families, and colleagues in the interdisciplinary team.**
- **Provides and opportunities for nurses to share knowledge through coaching and mentoring and contributing to the professional development of others.**



Dimension: Collaboration

GRADE	CAREER PATH	EXAMPLE
NI/L2	Clinical	Documentation of situations where assistance and support were provided to others
NI/L3	Clinical	Describes care plan demonstrating care coordination for continuity between different levels of service for patient / family
NII	Supervisory	Partners with other disciplines to enhance the delivery of patient care through interdisciplinary activities
NIII	Consultant	Chair of a VISN level or national level committee or task force



Dimension: Scientific Inquiry

- **The extent to which the RN systematically evaluates and improves the quality and effectiveness of nursing practice and health care delivery based on research.**



Dimension: Scientific Inquiry

GRADE	CAREER PATH	EXAMPLE
NI/L2	Clinical	Participates in journal club Able to identify and utilize accepted institutional standards of care and standards of practice
NI/L3	Clinical	Identifies a practice problem for a performance improvement project in consultation with the nurse manager
NII	Advance Practice	Reads and evaluates research-based literature related to identified problems in area of specialty.
NIII	Supervisory	Provides leadership as a Co-Principle Investigator or Co-Investigator in a formal research project.



At the Heart of Your Career

Promotions



Promotions

A Promotional Review should be conducted as soon as possible after the RN signs the annual Proficiency Report.

A Nurse I or Nurse II RN under ECF will be reviewed by the NPSB at their anniversary date. If the ECF narrative is greater than 6 months old, an interim memo can be written by the rater, providing updated performance information.



Promotions (Cont.)

Promotional Review consists of:

- ★ Review of Administrative Requirements.**
 - Education requirement of the next grade.**
 - Total years RN experience.**
- ★ Dimensions of Nursing Practice.**
- ★ Criteria for Consideration of Advancements.**



Promotions (Cont.)

★ VA Handbook 5005, Part III, Chapter 4 Criteria for Consideration of Advancements

RNs who meet the administrative requirements and the Dimensions of performance for the grade they are being considered for, become eligible for **promotion once the following four criteria are met:**



Promotions (Cont.)

Criteria for Consideration of Advancements

- Have improved the effectiveness of patient care through the use of more complex skills and application of scholarly knowledge to practice;
- Have assumed greater responsibility for the improvement of patient care;
- Have made steady progress toward professional goals for the improvement of patient care; and



Promotions (Cont.)

Criteria for Consideration of Advancements

- **Have demonstrated the ability to perform at the level of professional nursing practice as required in the qualification standard for appointment to the grade to which the RN is being considered for promotion to a higher grade level or advancement within the grade.**



Promotions (Cont.)

**Remember that Promotions are
“performance-driven” and not
“project-driven.”**

**It is the totality of the performance with
progression in practice.**



Promotions (Cont.)

★ Dimensions of Nursing Practice

The NPSB is looking for a minimum of one specific example of how each Dimension is met at the next grade/level:

What was done?



ACTION

For whom?



POPULATION

*What difference
did it make?*



OUTCOME

When?



SUSTAINABILITY



Promotions to Nurse III

Demonstrate performance and leadership that is broad enough to improve the care for a group of patients.

Responsible for documented outcomes at any level that impacts the organization.

Documented outcomes must be broad and complex.



Board Recommendations

Waiver of Degree requirement:

Can recommend a one-time waiver of a Degree requirement, if all other Practice and Administrative standards are met.

Only one degree requirement can be waived one time.



Board Recommendations (Cont.)

Degree waiver example:

Dave is a Nurse I/Level 3 ADN meeting all the standards for promotion to Nurse II except the Education requirement (Bachelor's required). The NPSB can recommend a waiver of the Bachelor's degree requirement for promotion to Nurse II.

Then Dave becomes a Nurse Manager, but the NPSB cannot recommend a second waiver of the Bachelor's degree and a waiver of the Master's degree ("double-waiver") for him to be promoted to Nurse III.

However, if Dave earns a Bachelor's degree, the NPSB can recommend a one-time waiver of the Master's degree for promotion to Nurse III, provided he meets all the other standards.



Notice of Decision

- **RNs will be advised by their supervisor of the approved Board recommendation and the reason for the decision.**
- **Promote and non-promote actions reviewed by the Board should produce a letter that the supervisor will issue to the RN in a meeting.**
- **Supervisory notification is outlined in VA Handbook 5005, Chapter 4.**



Notice of Decision (Cont.)

- **In the event of non-promotion, the supervisor must meet with the RN and issue a letter outlining specifically what standards were not met.**
- **The responsibility of communicating the non-promote and a discussion of related performance issues to an RN rests with the supervisor.**



Notice of Decision (Cont.)

- The RN signs and dates receipt of this letter and the signed receipted copy is filed in the event the RN wants to request formal reconsideration.
- The signature indicates receipt ***and not necessarily agreement.***



Informal Discussion

- RNs will discuss their concerns with their immediate supervisor prior to submitting a request for Reconsideration.
- RNs can also be offered the opportunity to seek further clarification from the Board Chair.
- If the employee is not satisfied with the explanation, the supervisor will inform the RN of their right to request Reconsideration.



Reconsideration

- **Applies only to RNs for non-promotion within Nurse I and to Nurse II.**
- **Includes reconsideration of promotion when Educational requirement is not met.**
- **Does not extend to Temporary promotions or cash awards and Special Advancements.**

Reference: VA Handbook 5005, Part III, Chapter 4.



Local Reconsideration

- The RN may request reconsideration by the local NPSB of the decision not to promote within **14 calendar days** of being notified of the Decision.
- The non-promote letter the supervisor issues to the RN to sign and date starts the **14-day** clock ticking.





Actions by the Approving Official

**RN is notified in writing from the Nurse Executive of the Director's decision.
Supervisor issues the letter to the RN in a meeting for the RN to sign and date receipt.**



VACO Reconsideration

- The RN may request VACO review **within 14 calendar days** of being notified of the local Reconsideration decision not to promote (a new **14-day** clock starts ticking when the RN signs and dates receipt of the local Reconsideration non-promote letter).



VACO Reconsideration

- **The final decision will be made by the Under Secretary or designee: the Chief Nursing Officer/designee is the approving authority for nurses.**
- **Action is forwarded back to the facility.**
- **Decision letter is generated from the Nurse Executive and is shared with the RN by their supervisor.**
- **A non-promote decision by VACO is final.**



Special Advancements and Cash Awards



Overview

- **Special Advancement for Achievement (SAA)** → 1 to 5 steps
- **Specialty Certification** → cash up to \$2,000 (or) 1 to 5 steps SAA + cash
- **Special Advancement for Performance (SAP)** → 1 step
- **Exemplary Job Performance (EJP)** → cash



Special Advancement for Achievement (SAA)

Reference: VA Handbook 5017, Part V

Full-time, part-time, and intermittent RNs may be advanced within the grade from 1 to 5 steps on the basis of professional achievement provided they **have demonstrated excellence in performance above that expected for the grade level or assignment and potential for assumption of greater responsibility and meet **1** of the following **3** criteria →**



Special Advancement for Achievement (SAA) (Cont.)

Examples of professional achievement are:

- ① Recognition of professional groups such as certification by the appropriate national certifying body **(except where certification is required as a condition of employment, such as APRN, CNL, or CS certificates)** or election to an office in a national professional society; **or**

(Cannot grant any RN an award for one or multiple Nurse Practitioner, Clinical Nurse Specialist, or Clinical Nurse Leader certification(s), regardless of assignment. Certification for NP, CNS, and CNL is required for employment.)



Special Advancement for Achievement (SAA) (Cont.)

- ② Professional attainment in research or contributions to the advancement of health sciences and patient care worthy of national or international recognition; or**
- ③ Receipt of professional awards at the state or national level in recognition of significant and distinguished contributions to nursing or health care delivery.**



Special Advancement for Achievement (SAA) (Cont.)

**There is no time interval requirement
between SAAs.**

**An SAA can be granted at any time after the
previous SAA, provided the justification is
different.**

**RNs on the ECF rating system are eligible for
SAAs.**



Specialty Certification Award

Reference: VA Handbook 5017, Part V

By regulations, the facility Director must grant a cash award, up to \$2,000. Can grant only cash or can combine cash and an SAA of one to five steps (up to local policy).

It is up to local policy whether the Board Certification has to be related to RN's current assignment for an award.



Specialty Certification Award

(Cont.)

Other factors to be considered for local policy:

- ✓ Does NPSB review if only granting cash?**
(must go to NPSB if SAA is part of the Specialty Cert Award)
- ✓ Is amount of award is pro-rated for part-time or intermittent RNs?**
- ✓ Is employee performance factor involved?**
- ✓ Is facility recruitment and retention a factor?**
- ✓ Any other criteria considered appropriate.**



Specialty Certification Award

(Cont.)

A Specialty Certification Award can be granted for first-time attainment of an approved national board certification; includes second and subsequent first-time certifications, but does not include recertification or renewal of previously held certifications. Includes first-time advanced certification, provided the requirements for advanced certification are clearly in addition to basic certification (i.e., Nursing Administration to Nursing Administration, Advanced).



Specialty Certification Award (Cont.)

A table of VACO Office of Nursing Services (ONS) “approved” and “not approved” national board certifications is located on the ONS website.

Only VACO “approved” certifications are eligible to be considered for Specialty Certification Awards or SAAs for certification.

VA RNs can only use the credentials from VACO “approved” certifications (such as “RN-BC”).



Specialty Certification Award (Cont.)

Let's Get Certified Campaign

Phase II
June 1, 2009 - May 31, 2010

For More Information Visit Our Website at
vaww1.va.gov/nursing

 **Department of Veterans Affairs**
Campaign Expanded to Include
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CRRN NURSING PROFESSIONAL DEVELOPMENT AMBULATORY CARE MED/SURG GERIATRICS NURSING INFORMATICS

Grow With Us



Special Advancement for Performance (SAP)

Reference: VA Handbook 5017, Part V

An advancement of 1 step may be granted to full-time, part time, and intermittent RNs who **have demonstrated a sustained high level of performance and professional competence over and above that normally expected of employees in the particular grade and profession and meets 1 of the following 3 criteria ➔**



Special Advancement for Performance (SAP) (Cont.)

**Reference: VA Handbook 5005, Part III, Chapter 4,
Criteria for Consideration of Advancements**

*Note: For advancement to a higher step within the grade, the documentation must **meet at least one of the following three criteria:***

- ① **Have improved the effectiveness of patient care through the use of more complex skills and application of scholarly knowledge to practice; **or****



Special Advancement for Performance (SAP) (Cont.)

- ② Have assumed greater responsibility for the improvement of patient care; or**
- ③ Have made steady progress toward professional goals for the improvement of patient care.**



Special Advancement for Performance (SAP) (Cont.)

An SAP cannot be granted at an interval less than 52 weeks since the effective date of the last SAP.

An SAP does not affect routine within-grade increases (WIG).

When an RN is at the top step of the grade, a cash amount equal to one step is granted, however, the request is still reviewed first by the NPSB as an SAP.



Special Advancement for Performance (SAP) (Cont.)

The NPSB cannot recommend an SAP when a non-promote recommendation occurs. The Chair can suggest to the supervisor that s/he might consider recommending an SAP.

The NPSB cannot automatically act upon an SAP when a non-promotion occurs, because an SAP would negate the Reconsideration process.



Exemplary Job Achievement and Job Performance (EJP)

Reference: VA Handbook 5017, Part V

Facility Directors may grant a cash award of up to \$2,000 to RNs who demonstrate both exemplary job performance and exemplary job achievement.

Latest proficiency rating must be at least High Satisfactory (or at least Excellent for ECF rating) or above and meet 1 of following 5 criteria →



Exemplary Job Achievement and Job Performance (Cont.)

- ① Significant and distinguished contributions in some phase of health care as evidenced by original research, writings, and publication in professional media of stature (e.g., reference journals); or**
- ② Special recognition in the fields of teaching or professional practice; or**



Exemplary Job Achievement and Job Performance (Cont.)

- ③ Special competence in the occupation as evidenced by service with professionally recognized committees or groups, responsible office in professional societies above the local level, or consultative services within the profession. The competence must be supported by achievement of renown on a regional or wider basis; or**



Exemplary Job Achievement and Job Performance (Cont.)

- ④ Expertise in specialized treatment modalities, outstanding competence as a clinical practitioner, or significant contributions concerning some aspect of the profession; or**
- ⑤ Other appropriate evidence of professional stature equivalent to the above.**



Summary of Special Advancements and Cash Awards

Action	Award Amount	Time Interval Required Between Subsequent Awards?	Can Be Given with Other Awards?
Special Advancement for Achievement (SAA)	1 to 5 steps	No	Yes, with different justification
Special Advancement for Performance (SAP)	1 step	52 weeks (Supervisors in ECF should receive SAP only at end of rating period)	Yes, with different justification
Specialty Certification	Cash or 1 to 5 steps (SAA) + cash (depends on local policy)	No	Yes, with different justification
Exemplary Job Performance / Achievement (EJP)	Cash	No	Yes, with different justification



At the Heart of Your Career

In Summary



Synopsis of Changes in Nurse Qualification Standards (Handbook 5005)

- Eliminated the need to re-board someone who has already received an education waiver when they change positions.
- Authority to hire nurses in an MSN bridge program who haven't graduated but completed the equivalent Bachelor's coursework.
- CNSs and NPs must now be certified in the specialty for appointment or transfer.
- RNs with previous LPN experience receive half (.5) credit for each year of LPN experience (up to 5 years). *Note:* Effective for appointments on/after March 17, 2009.
- Waiver of two degrees is not authorized.
- The definition of "program" means at any level of the organization. For the Nurse IIIs, the scope must be broad and complex.



NPSB References

Professional Standards Boards

VA Handbook 5005, Part II

Appointments/ Career Paths/ Promotions

VA Handbook 5005/27, Part II,

Appendix G6 (NEW)

Probationary Period -- Summary Reviews

VA Handbook 5021, Part III



NPSB References (Cont.)

Special Advancement for Achievement

VA Handbook 5017, Part V

Special Advancement for Performance

VA Handbook 5017, Part V

VA Handbook 5005, Part III

Cash Award: Specialty Certification Award

VA Handbook 5017, Part V

Cash Award: Exemplary Job Performance / Achievement

VA Handbook 5017, Part V



NPSB References (Cont.)

Higher Rates of Pay for Assignment as Head Nurse

VA Handbook 5007, Part III

Posting Title 38 Nurse Grades (Nurse I Through Nurse III) on Vacancy Announcements

VHA Directive 2006-012, Content of Vacancy Announcements and Utilization of Registered Nurses at Nurse I through Nurse III



NPSB References (Cont.)

Title 38 Assignments

*VA Handbook 5005, Part III, Appendix N,
Utilization of Title 38 Employees
(Appointment/Assignment to Non-Clinical
Duties)*

Content of Title 38 Functional Statements

*Human Resources Management Letter
No. 05-08-05, Guidance for the Preparation
of Title 38 Functional Statements*



Accessing NPSB Resources



At the Heart of Your Career

Office of Nursing Services

Web Page:

<http://vaww1.va.gov/nursing/page.cfm?pg=13>

Getting Started



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OFFICE OF NURSING SERVICES (ONS)

VA Nursing is a dynamic, diverse group of honored, respected, and compassionate professionals. VA is the leader in the creation of an organizational culture where excellence in nursing is valued as essential for quality healthcare to those who served America.

[Featured ONS Initiatives \(descriptions\)](#)

- Structured Language for Nursing Documentation
- Registered Nurse (RN) Residency Program for New Graduate Nurses
- Staffing Methodology for VA Nursing Personnel
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OFFICE OF NURSING SERVICES (ONS)

Nursing Qualification Standards / Dimensions of Practice

Qualification Standards: a set of regulations (VA Handbooks & Directives) that govern all career actions related to VA RNs and LPN/LVNs, including appointments, promotions, awards, and disciplinary actions

[Professional Standards Board \(PSB\) Resources \(RN & LPN/LVN\)](#)

8/17/09: Materials in the sections below are currently being updated and replaced. Revised content will be posted as soon as possible and noted with a "NEW" symbol. Thank you for your patience.

Registered Nurse (RN)

RN Nurse Qualification Standards underwent major revisions in 1999, defining new performance and education requirements (for employees). VA Directive 5102.1 defined the Handbook 5005 with subsequent iterations.

Several interpretive guidelines and tools have been developed to clarify the intent of this directive and of subsequent versions of the Handbook, as well as policy directives. While many of these guidelines have been updated, the current version remains a valuable resource today.

Note: the Nurse Professional Standards Board (NPSB) is the professional body that provides peer review of all professional, registered nursing personnel, except Certified Registered Nurse Anesthetists.

VHA Handbook References

[HR System of Directives & Handbooks](#)
[VA Handbook 5005 \(2 Staffing - Complete Handbook \(January 2002\)\)](#)

[Click Here for PSB Resources and Contacts](#)

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Members

[LPN PSB Review Location Tool](#)

LPN PSB Member Lists: [VISN](#) & [VACO](#) (02/08)

VISN PSB Consultants

VISN PSB Consultants are a valuable resource for the facility NPSB and Licensed Practical Nurse/Licensed Vocational Nurse (LPN/LVN) PSB chairs and Nurse Executive. They offer guidance and education on processes of the Board, and assist in tracking the completion of competency/training modules for members of the Board and RN/LPN/LVN staff. Each VISN nominates an individual as their VISN NPSB Consultant, who demonstrates superior knowledge of the Board process and the dimensions of practice as outlined in the Nursing Qualification Standards. These individuals provide consultative expertise in the following areas:

- Structure and membership of the Board
- Interpretation of the qualification standards
- Peer review processes
- Queries posted on the NPSB and LPN PSB COLLAGE websites (discussion board postings)
- Available education and resources

VISN PSB Consultants participate in local, regional, and national workshops as meeting agenda planners and presenters.

[NPSB VISN Consultants List](#)

Educational Resources (click links below to access resources)

[NPSB Resources](#)

[LPN/LVN PSB Resources](#)

Points of Contact for National Outlook Email Lists:

POC

[Gerald McCorkle](#)

[Gerald McCorkle](#)

[Robert McGear](#)

[Teresa Switek](#)

Outlook Groups

VHA National NPSB
NPSB MEMBERS

VHA National LPN/LVN PSB

VHA Nurse Execs/Chief Execs

VHA HR Managers

Access to RN
Educational Resources

[Nursing Qualification Standards / Dimensions of Practice Resources](#)

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[National Nurse Executive Council \(NNEC\)](#)

[Conference Call Minutes & Handouts](#)

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NPSB Resources (RN)

[Qualification Standards / Dimensions](#) >> [PSB Resources](#) >> NPSB Resources



Nurse Professional Standards Board is a structured, peer review, career ladder process for VA RNs

Educational Presentations

Standardized educational presentations for use in orientation, local leadership. Sample topics include: Qualification Standards, Nurse III, Nurse IV; Executive Career Field; Graduate

[NPSB Roles and Responsibilities](#)
[Nurse Qualification Standards](#)
[Overview of Title 38 Employment System](#)
[Peer Review for APRN](#)
[Probationary Review](#)
[Proficiency Rating System and Exec Career Field](#)
[Promotions and Reconsideration](#)
[Special Advancements and Cash Awards](#)
[Summary Review](#)
[NPSB Training Review](#)

RN Competency Modules

These courses are currently being revised. Check back soon for new content.

Sample Board Actions Letter to Employee

[NPSB Review Memo NIL2](#)
[NPSB Review Memo NIL3](#)
[NPSB Review Memo NII](#)
[NPSB Review Memo NIII](#)
[NPSB Review Memo \(Reconsideration\)](#)

Sample Proficiencies

[Example 1: NI to NII](#)
[Example 2: NI to NII](#)
[Example 3: NI to NII](#)
[Example 1: NII to NIII](#)
[Example 2: NII to NIII](#)

Self-assessment Tools

Access to Educational Presentations

Access to Sample Board Actions & Proficiencies

NPSB (RN) Resources Page (cont.)

Sample Board Actions Letter to Employee

[NPSB Review Memo NIL2](#)
[NPSB Review Memo NIL3](#)
[NPSB Review Memo NII](#)
[NPSB Review Memo NIII](#)
[NPSB Review Memo
\(Reconsideration\)](#)

Sample Proficiencies

[Example 1: NI to NII](#)
[Example 2: NI to NII](#)
[Example 3: NI to NII](#)
[Example 1: NII to NIII](#)
[Example 2: NII to NIII](#)

Self-assessment Tools

Executive Career Field Templates

These links include the letter from the USH for the original implementation of ECF Performance Plans. This guidance was utilized to prepare the Templates for Nurses who are rated under the ECF process.

[Executive Career Field \(ECF\) Candidate Development Program](#)

[High Performance Development Model \(HPDM\) Office](#)

[Original USH Memo for Implementation / Expansion to NII/NIII Managers](#)

Note: These templates are WORD documents for your convenience in editing

[FY09 ECF N I Level III N II Perf Appraisal Form](#)

[FY09 ECF N III N IV N V Perf Appraisal Form](#)

[FY09 ECF NE NV Perf Appraisal Form](#)

Current National Certification Lists (rev June 2009)

[National APPROVED RN Certifications](#)

[National APPROVED CNL and APN Certifications](#)

[National APPROVED NP Certifications](#)

[National NOT APPROVED RN Certifications](#)

Miscellaneous Tools and Samples

[Rating Factors Reference](#)

Click here for a listing of
Approved National
Certifications

Appointment Above Entry Guidance (Pay Tool)

[Experienced RN - Appointment Above Entry Level](#)

[New RN - Appointment Above Entry Level](#)

National APPROVED RN Certifications List

Approved National Certifications

May 2009

RECOMMENDED NATIONAL NURSING CERTIFICATIONS

Criteria

1. Professional organization has a written scope and standards of practice
2. Examination requires active, unrestricted RN licensure
3. Examination requires defined clinical experience in area for certification
4. Certification exam reflects knowledge needed by nurse to be effective at level of practice
5. Established re-certification process

AREA OF PRACTICE	NAME OF CERTIFICATION/ CREDENTIAL	CERTIFYING BODY	CRITERIA MET	WEB SITE
Addictions (Substance Abuse) Nursing	CARN-Certified Addictions Registered Nurse	Addictions Nursing Certification Board (ANCB)	1,2,3,4,5	www.IntNSA.org
Advanced Public Health Nursing	APHN-BC	ANCC	1,2,3,4,5	www.nursecredentialing.org
Ambulatory Care	RN-BC Registered Nurse, Board Certified	American Nurses Credentialing Center	1,2,3,4,5	www.nursecredentialing.org

PSB Resources Page (cont.)

Minutes & Handouts

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VISN PSB Consultants

VISN PSB Consultants are a valuable resource for the facility NPSB and Licensed Practical Nurse/Licensed Vocational Nurse (LPN/LVN) PSB chairs and Nurse Executive. They offer guidance and education on processes of the Board, and assist in tracking the completion of competency/training modules for members of the Board and RN/LPN/LVN staff. Each VISN nominates an individual as their VISN NPSB Consultant, who demonstrates superior knowledge of the Board process and the dimensions of practice as outlined in the Nursing Qualification Standards. These individuals provide consultative expertise in the following areas:

- Structure and membership of the Board
- Qualification standards
- and LPN PSB COLLAGE websites (discussion board
- resources

VISN PSB Consultants participate in local, regional, and national workshops as meeting agenda planners and presenters.

NPSB VISN Consultants

Checklists for VACO Board Sessions

CO NPSB Checklist

LPN/LVN PSB Checklist (in development)

Educational Resources (click links below to access resources)

NPSB Resources (RN)

LPN/LVN PSB Resources

Click Here to Access
LPN/LVN PSB Resources

LPN/LVN PSB Resources Page

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Standards /
Dimensions of
Practice

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Outcomes Database
(VANOD)

National Nurse
Executive Council
(NNEC)

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Minutes & Handouts

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Directory

Contact the Office of
Nursing Services

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LPN/LVN PSB Resources

[Nsg Qual Standards / Dimensions of Practice](#) >> [PSB Resources](#) >> LPN/LVN PSB Resources



At the Heart of Your Career

LPN/LVN Professional Standards Board is a structured, peer review, career ladder process for VA LPN/LVNs

Educational Presentations

Standardized educational presentations for use in orienting new LPN/LVN PSB members and local leadership. Sample topics include: Qualification Standards; Roles and Responsibilities; Functional Statements

[Overview of Title 38 and Hybrid Title 38](#)
[LPN/LVN PSB Roles and Responsibilities](#)
[LPN/LVN PSB Qualification Standards](#)
[LPN/LVN PSB Functional Statements](#)
[LPN/LVN PSB Appointments and Pay Setting](#)
[LPN/LVN PSB Employee Recognition Options](#)
[LPN/LVN PSB Promotion and Reconsideration](#)

LPN/LVN Hybrid Title 38 Core Comp

Review of EES Video [Hybrid Title 38 St](#)
*Click on Content Libraries and search for **

Review of EES Web Course [Hybrid T38](#)

Current National Certification List

[National APPROVED LPN/LVN Certifications](#) (rev June 2009)

2009 LPN/LVN Minutes

[Mar National PSB](#)

[Jan National PSB](#)

2008 LPN/LVN Minutes

[Jun VISA PSB](#)

[Apr VISA PSB](#)

2007 LPN/LVN Minutes

[Jan PSB](#)

[Feb 2 PSB](#)

Click Here for Educational
Powerpoint Presentations

Nursing Qualification Standards / Dimensions of Practice Page

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OFFICE OF NURSING SERVICES (ONS)

Nursing Qualification Standards / Dimensions of Practice

Qualification Standards: a set of regulations (VA Handbooks & Directives) that govern all career actions related to VA RNs and LPN/LVNs, including appointments, promotions, awards, and disciplinary actions

Professional Standards Board (PSB) Resources (RN & LPN/LVN)

8/17/09: Materials in the sections below are currently being updated and replaced. Revised content will be posted as soon as possible and noted with a "NEW" symbol. Thank you for your patience.

Registered Nurse (RN)

RN Nurse Qualification Standards underw

performance and education requirements

employees). VA Directive 5102.1 defined

Handbook 5005 with subsequent iteratio

Several interpretive guidelines and tools have been developed to assist with application of this directive and of subsequent versions of VA Handbook 5005 and related handbook and policy directives. While many of these tools were developed in 1999 and education requirements have been updated, the handbook still provides interpretive value today.

Note: the Nurse Professional Standards Board is the professional body that provides peer review of all professional, registered nursing personnel, except Certified Registered Nurse Anesthetists.

VHA Handbook References

[HR System of Directives & Handbooks](#)

[VA Handbook 5005/2 Staffing - Complete Handbook \(January 2003\)](#)

[VA Handbook 5005/27 Part II Appendix G6, Nursing Qualification Standards - Revised \(March 2009\)](#) **NEW**

Career Paths

[Nursing Dimensions of Practice: How the Pieces Fit](#) (Crosswalk of Dimensions of Practice, Nursing Career Paths, & Qualification Standards)

Click here for Handbooks and Directives

Policy Handbooks & Directives



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DEPARTMENT OF VETERANS AFFAIRS

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[Deputy Assistant Secretary](#)

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[Benefits](#)

[Compensation And Classification](#)

[Employee Relations and Performance Management](#)

[Human Capital Planning, Development, and Outreach](#)

[HR Information Services-HRIS \(Formerly WIST\)](#)

[Marketing and Veteran Employment Outreach](#)

[Oversight and Effectiveness](#)

[Pay Administration](#)

[Recruitment and Placement\(Staffing\)](#)

[Veterans Employment Coordination Service \(VECS\)](#)

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HR LIBRARY**

Changes to Directives and Policy

***Policy Survey**
*WebTeam:Place Survey button behind each new policy when posted

*All HR Personnel:Fill out survey upon review of new policy

- 5001 - [General Introduction and Administration](#) (thru Change 4) 
- [5001/1](#) (Directive) Chiropractor Changes 
- [5001/1](#) (Handbook updated June 19, 2007) General Introduction and Administration 
- [5001/2](#) (updated November 26, 2004) General Introduction and Administration 
- [5001/3](#) Updates Policy in Accordance with P.L. 108-422 
- [5001/4](#) WOC for Volunteers 
- 5002 - [Workforce and Succession](#) 
- 5003 - [Position Classification, Job](#) 
- [5003/1](#) Position Classification, 
- 5004 - [Employee On-line Entrance Survey](#) 
- 5005 - [Staffing](#) (through Change 28) 
- [5005/1](#) (dtd June 19, 2002) Federal Career Intern Program 
- [5005/2](#) (updated January 12, 2003) Nurse Qualification Standard 

Important Handbooks
and Policy Directives

Nursing Qualification Standards / Dimensions of Practice Page

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~~provides peer review of all professional, registered nursing personnel, except Certified Registered Nurse Anesthetists.~~

VHA Handbook References

[HR System of Directives & Handbooks](#)

[VA Handbook 5005/2 Staffing - Complete Handbook \(January 2003\)](#)

[VA Handbook 5005/27 Part II Appendix G6, Nursing Qualification Standards - Revised \(March 2009\)](#) **NEW**

Career Paths

[Nursing Dimensions of Practice: How the Pieces Fit](#) (Crosswalk of Dimensions of Practice, Nursing Career Paths, & Qualification Standards)

NEW Brochures:

[Clinical Path](#)

[APRN Path](#)

[Supervisory Path](#)

[Consultant Path](#)

NEW Workbooks:

[Clinical Path](#)

[APRN Path](#)

[Supervisory Path](#)

[Consultant Path](#)

[History and Evaluation of Nurse Pilot Sites](#)

Executive Career Field Templates

These links include the letter from the original implementation of ECF who
Performance Plans. This g
are rated under the ECF p

[Executive Career Field \(ECF\)
High Performance Develop](#)

[Original USH Memo for Imp](#)

Access to Printable "Career Paths" Brochures and Workbooks

Note: These templates are WORD documents for your convenience in editing